



**Police Safety Meeting  
December 17, 2016  
Minutes**

Meeting called to order at 2:40 PM.

Present: Todd Drew, Mark Mauthe, Aaron Zemlock, Brett Halderson, Joe Polzien,  
Excused: Pamela Captain, Sara Swenson  
Guest: Nancy McKenney

- A. Motion to approve minutes from April 16, 2015 meeting made by A. Zemlock second M. Mauthe – motion approved

**B. Old Business**

1. **CPR/AED Certification status**- all staff completed
2. **Office Indoor Air Quality Issue** – Drew stated that the information / recommendation was made to have ACC install inline filters upstream from this office. Update at the March meeting.
3. **Sally Port Safety Issue** – Drew reported that the installation of the obstruction sensor was in the budget to be done after the first of the year.

**B. New Business**

1. **Monthly Safety Topics** – Provided for posting
2. **Injury Review – 4 injuries reported**

| Dept.             | Injury narrative  | Lost time                | Medical attention                   | Safety Comments / recommendations  |
|-------------------|---|--------------------------|-------------------------------------|--|
| Police Department | Officer noted pain while walking down the south stairs. Went for medical attention and was diagnosed with an injury. No apparent environmental cause. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Unknown cause - recommend officer stretching and conditioning in general. No safety issue cited. |
| Police Department | Officer slammed thumb in squad car door while on a traffic stop.  | <input type="checkbox"/> | <input type="checkbox"/>            | Make sure officers are aware of their surroundings and ensure they are clear of hazards.         |
| Police Department | Officer exposed to scabies. Reported to Menasha Health Department. Appropriate decontamination procedures   | <input type="checkbox"/> | <input type="checkbox"/>            | Unavoidable issue. Proper response and decontamination procedures followed.                      |

|                   |  |                          |                          |  |
|-------------------|--|--------------------------|--------------------------|--|
|                   | followed. Squad also cleaned per recommendations.  |                          |                          |  |
| Police Department | Officer noticed cuts on right hand index finger and right hand palm. Unsure as to the cause, possibly while at FVTC rifle training on a weapon magazine. Simple first aid administered | <input type="checkbox"/> | <input type="checkbox"/> | Officer given remedial training on changing magazine in the weapon and identification of sharp edges. Recommendation to also wear gloves to avoid cuts from edges related to the weapon. |

- 3. Safety Violation Forms** – Drew stated that safety violation forms would be distributed as previously discussed. The intent is for all employees to use the forms to cite safety issues and near misses.
- 4. Other issues** – Drew discussed that meetings will be held in March, June, September and December. Notice and date options will be sent to choose the day which is best for members.

### C. Training

- 1. MPD Specific Refresher Training Needs** – Drew to review refresher training requirements. Law Enforcement BBP will be one of the requirements. Drew is working to obtain user ID and passwords to access trainings on the CVMIC web site for future trainings. Additional discussion in March following the annual CVMIC work plan meeting.
- 2. Other training items** – no additional items

### D. Training

E. Motion to adjourn at 3:15 PM, made by A. Zemlock second M. Mauthe

**Members:** Mark Mauthe, Aaron Zemlock, Todd Drew, Pamela Captain, Sara Swenson, Joe Polzien, Brett Halderson